



COMMUNITY ELIGIBILITY PROVISION

The Application Process

COMMUNITY ELIGIBILITY

MAKING HIGH-POVERTY SCHOOLS HUNGER FREE





COMMUNITY ELIGIBILITY PROVISION

A Recap

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WHAT SCHOOL FOOD AUTHORITIES (SFA's) CAN PARTICIPATE

- Schools and agencies (not residential child care institutions)
- that offer both School Breakfast Program and National School Lunch Program
- to students at no charge (nonpricing program)

How COMMUNITY ELIGIBILITY WORKS

- High-poverty schools that provide free breakfasts and lunches to all students.
- SFA's can use this option if at least one of its schools/sites has 40 percent or more students certified for free meals without application (called "Identified Students").
- SFA's may choose to implement community eligibility in one school, a group of schools, or in all schools.
- Identified students are those who are directly certified for free meals without application as of April 1.
- The Identified Student Percentage multiplied by a factor to get a free claiming percentage.
 - If less than 100% free, the remaining meals are claimed as "paid."
- The same claiming percentages is used for breakfast and lunch for the entire school year.

COMMUNITY ELIGIBILITY REMINDERS

- Point of service meal counts are required.
 - By student (name) meal counts are not required.
- SFA cannot collect annual household applications for free or reduced price meals.
- The LEA will pay, from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received.
- Participating schools are guaranteed to receive the same reimbursement rate (or a higher one if the Identified Student Percentage increases) for 4 years
 - Monitor annually to see if the percentage can go up.

WHO ARE “IDENTIFIED STUDENTS”?

Children certified for free meals without submitting a school meal application

Includes children who are directly certified (through data matching or direct certification) for free meals because they live in households that participate in the

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families Cash Assistance (TANF)
- Food Distribution Program on Indian Reservations (FDPIR), or
(note this includes both those directly certified and others living in the household)

Includes children who are individually certified for free meals without application because they are

- in foster care (needs documentation from foster agency)
- in Head Start
- are homeless or
- are migrant
- are runaway

(note this includes only those directly certified)

COMMUNITY ELIGIBILITY PROVISION RESOURCES

○ USDA FNS website

- <http://www.fns.usda.gov/school-meals/community-eligibility-provision>

○ FRAC website

- <http://frac.org/federal-foodnutrition-programs/national-school-lunch-program/community-eligibility/>

COMMUNITY ELIGIBILITY PROVISION

MORE RESOURCES

Links to Key USDA and State Materials

<http://frac.org/community-eligibility/>

Brief: An Amazing New Option for Schools

http://frac.org/pdf/community_eligibility_amazing_new_option_schools.pdf

Community Eligibility: A Powerful Tool in the Fight Against Child Hunger

http://frac.org/pdf/community_eligibility_report_summary_2013.pdf

A Guide to Implementing Community Eligibility

http://frac.org/pdf/community_eligibility_report_summary_2013.pdf

IDENTIFIED STUDENTS

- SFA's can use either:
 - Direct certification data from your annual Verification report
 - Direct certification data up to April 1

IDENTIFYING STUDENTS WHO ARE DIRECTLY CERTIFIED (1 OF 2)

- Start with list of enrolled students as of April 1
- Mark those that are directly certified from either your Verification Report or as of April 1:
 - CANS sent monthly lists of directly certified students on SNAP and TANF. Mark those students with their identified program (SNAP, TANF). Keep the list with your documentation.
 - Contact your local FDPIR office to find out which children are in household who were on FDPIR as of April 1. Mark those students as FDPIR. Keep the list with your documentation.
 - Look at enrolled list and students not identified yet. Look for students that live in a household with directly certified students and mark them with the same program as the directly certified student.

IDENTIFYING STUDENTS WHO ARE DIRECTLY CERTIFIED (2 OF 2)

Talk to other school offices to identify children who are

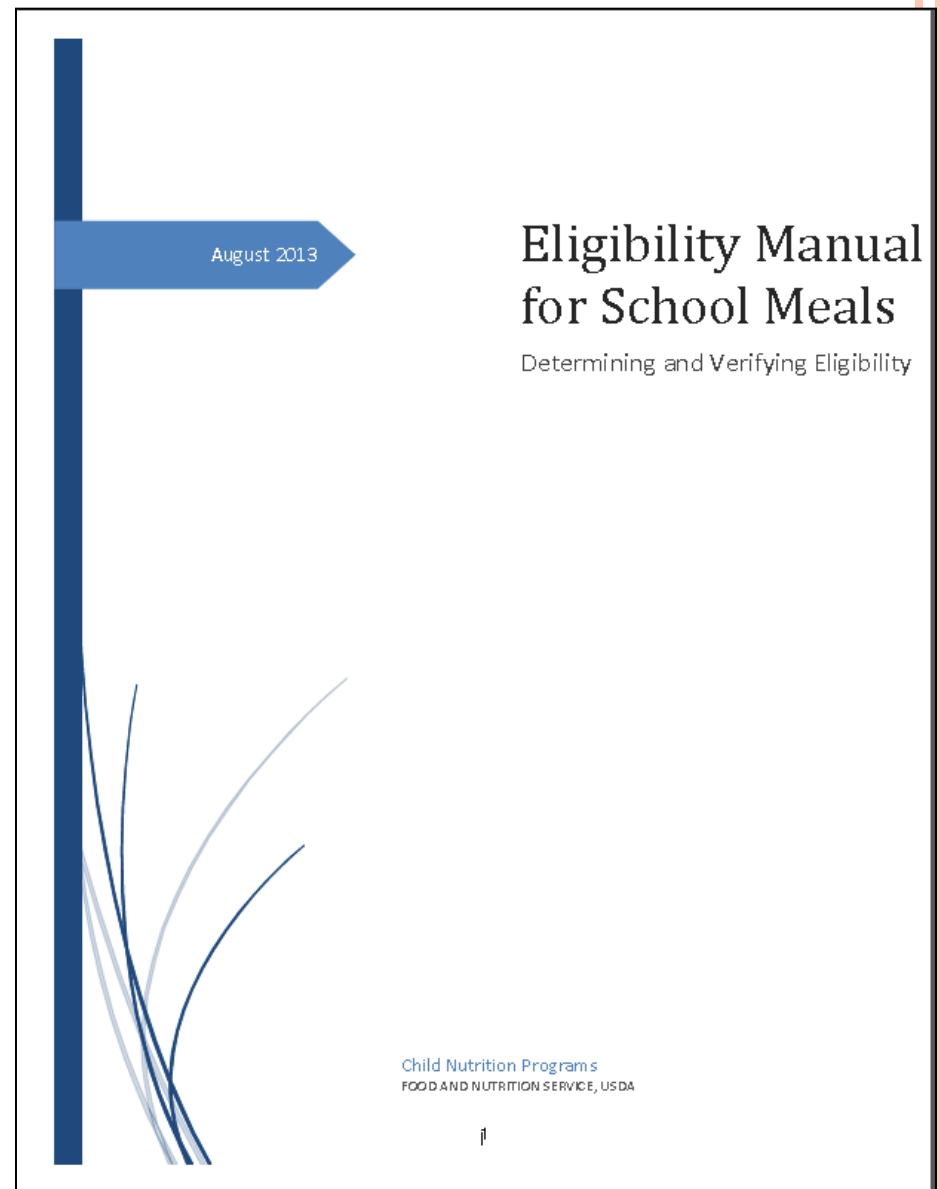
- Foster - with documentation from foster agency
 - *principals, counselors, school secretaries*
- Homeless
 - *talk to homeless coordinator. Meets McKenney-Vento definition, not literally living in the street.*
- Runaway
 - *school coordinator, counselor, principal*
- Migrant
 - *school coordinator, counselor, principal*
- Enrolled in Head Start and participating in NSLP/SBP

Keep the lists with your documentation.

Eligibility Manual pg. 66

Documentation to establish children's eligibility for free meals under direct certification must include:

- Names of children or any household member currently certified to receive benefits;
- A statement certifying that each child is a member of a household where someone receives benefits;
- At least one piece of identifying information matching each child with a child attending a particular school. Examples of identifiers include:
 - Children's birth dates
 - Addresses
 - Parents' names
 - Child's social security number, if available
 - Last 4 digits of the social security number of the person signing the application, if available
 - Gender
 - Other identifiers
- Date; and
- Signature of an official of the Assistance Program.



APPLICATION FOR FREE AND REDUCED PRICE MEALS 2013-14 ☐ New Applicant ☐ Previous Applicant
 (See next page for complete instructions.)
 To apply for free or reduced price meals, fill out this application and sign your name.

Part 1. Children's Names

Child's Name	School or Center	Foster	Age	Child's Name	School or Center	Foster	Age
1. _____	_____	<input type="checkbox"/>	_____	4. _____	_____	<input type="checkbox"/>	_____
2. _____	_____	<input type="checkbox"/>	_____	5. _____	_____	<input type="checkbox"/>	_____
3. _____	_____	<input type="checkbox"/>	_____	6. _____	_____	<input type="checkbox"/>	_____

Part 2. Households receiving SNAP, TANF, or FOPIR: If any member of your household is NOW receiving SNAP, TANF, or FOPIR but you did not receive a notice of direct certification from the school, list the CASE NUMBER. Fill out Sections 1, 2, and 5. The application MUST have the signature of an adult.

SNAP Case Number: _____ TANF Case Number: _____ FOPIR Case Number: _____

Part 3. Is this child a migrant, homeless, or runaway? ☐ Yes ☐ No

Part 4. Total Household Income (Include all income from all sources, including TANF, SNAP, or FOPIR.)

A. Name _____ (List everyone in household)

Example: \$100/month or \$100/twice a month or \$100/ every other week or _____

	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other
1. _____	\$ 100.00/weekly	\$ 140.00/ every other wk	\$ 00.00/monthly	\$ _____
2. _____	\$ /	\$ /	\$ /	\$ /
3. _____	\$ /	\$ /	\$ /	\$ /
4. _____	\$ /	\$ /	\$ /	\$ /
5. _____	\$ /	\$ /	\$ /	\$ /
6. _____	\$ /	\$ /	\$ /	\$ /

Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 4 is completed, the adult must also list only the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.

I certify (promise) that all information on this application is true and that all information I give is correct. I understand that if I give false information, the children may lose meal benefits, and I may be prosecuted.

Signature: _____ Date: _____

Last four digits of Social Security Number: _____ ☐ I do not have a Social Security Number

Name: _____ Home Phone: _____ Cell Phone: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip Code: _____

Parent's ethnic and racial identities (optional)

Mark one or more racial identities:

☐ Hispanic ☐ Asian ☐ American Indian or Alaska Native ☐ White

☐ Not Hispanic ☐ Native Hawaiian or Other Pacific Islander ☐ Black or African American

FOR SCHOOL/CENTER USE ONLY

Total income & how often: _____ Yes ☐ No ☐

Household size: _____

Free Rate ☐ Paid Rate ☐

Signature of Determining Official: _____ Date: _____

**IDENTIFIED
STUDENTS ARE NOT
STUDENTS
APPROVED FREE ON
A HOUSEHOLD
APPLICATION**

HOW SCHOOL FOOD AUTHORITIES (SFAs) CAN PARTICIPATE

- **By individual school**
 - Individual schools with 40% or more Identified Students participate in community eligibility
- **By group**
 - SFAs may choose to group schools any way they wish and calculate the free claiming percentage for the group of schools as a whole, using their combined enrollment and total number of Identified Students, as long as the total percentage is 40% or higher
 - There is no limit to the number of groups
 - Within the same SFA, some schools can participate individually and some can participate as a group
- **By School Food Authority**
 - All schools in the SFA participate as a single group with the same free claiming percentage as long as it is 40% or higher



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WHAT DO I DO NEXT?

1. Complete an **Agreement** requesting approval for CEP
2. Complete one **Site Worksheet**:
 - For an individual school site within your SFA
 - For a group of school sites within your SFA
 - For all school sites within your District or SFA

THE AGREEMENT & SITE WORKSHEETS

- The CEP Agreement & Site Worksheets can be found on the CANS NSLP website: <http://doe.sd.gov/cans/nslp.aspx>

COMMUNITY

ELIGIBILITY PROVISION:

2014 CEP Site Report
2014 CEP Agency Report

USDA CEP Information
FRAC CEP Information

CEP PowerPoint
CEP Agreement SY14-15
CEP Site Worksheets
SY14-15



- Please read the letter and agreement carefully. There are requirements to participate in CEP, if you have questions or are unclear if your SFA qualifies please call with questions.

**School and Community Nutrition
Community Eligibility Provision
Local Educational Agency Agreement**

LEA Number: _____

School/Agency (LEA) Name: _____

This agreement is between the South Dakota Department of Education (SD DOE) and <insert Local Educational Agency Name> and covers the period of four years starting July 1, 2014 through June 30, 2018. The Local Educational Agency (LEA) school(s) may stop participating in the Community Eligibility Provision (CEP) during the four-year cycle by notifying the State agency no later than June 30th of the school year prior to when they want to return to traditional counting and claiming procedures.

The undersigned has the authority to enter this Agreement to participate in the Community Eligibility Provision as authorized by Section 11(a)(1) of the Richard B. Russell National School Lunch Act.

A. It is mutually agreed between SD DOE and the LEA that:

1. The LEA agrees to serve all children in the participating school(s) free breakfasts and free lunches for four successive school years.
2. The LEA must have a percentage of enrolled students who were Identified Students as per the LEA Verification Summary Report or as of April 1st of the year prior to participating in CEP that is greater than or equal to 40%.
3. The LEA agrees to pay, from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received, including Federal cash reimbursement.
4. The LEA agrees not to collect free and reduced price meal applications that will be used for meal price determination from households in participating schools in subsequent years during the period of participation in CEP.
5. The LEA agrees to maintain a total count of breakfasts and lunches served at the point of service daily by building.
6. The LEA agrees to abide by all requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)).

B. General Conditions

1. This agreement is non-transferable.
2. Neither SD DOE nor the LEA has an obligation to renew this agreement.

Print Name: _____
Superintendent or Authorized Representative

Signature: _____ Date: _____
Superintendent or Authorized Representative

THIS ARRANGEMENT does not constitute the entire agreement between the parties with respect to subject matter thereof.

Community Eligibility Provision (CEP) Participation Instructions

Implementation of CEP can be by individual school site, by group(s) or by district/sponsor. See below for instructions for each method of participation.

Participating in CEP by School Site:

Use the Individual School Sites form to list each site in the district that will be participating in CEP. When participating by site, each site selected to participate in CEP will have its own claiming percentages. There is also the option of having some schools claimed as individual sites as well as having some schools claimed as a group in order to increase their claiming percentages. If you have both individual sites and groups, both the Individual School Sites form and the Group Sites form will need to be completed.

Participating in CEP by Group(s):

Use the Group Sites form to list the group(s) sites. The group(s) should be labeled "Group 1," "Group 2" and so on, with a blank row between each group. When participating by group(s) there must be at least two school sites per group and there is no maximum number of schools that can be a group. However, each site can only be in one group. Each group will have a claiming percentage that will be used for all sites in that group. If you have some individual sites and some groups, both the Individual School Sites form and the Group Sites form will need to be completed.

Participating in CEP by District/Sponsor:

Use the District/Sponsor Sites form to list all of the school sites in your district or sponsoring organization. When participating by district/sponsor, all sites within that district/sponsor must participate in CEP. If there are any sites that do not want to participate, then you must participate by group using the Group Sites form. If participating by district/sponsor, all schools in that district will use the same claiming percentage.

BY INDIVIDUAL SITE WORKSHEET

CEP PARTICIPATION

When participating by individual site, each site selected to participate in CEP will have its own claiming percentages. There is also the option of having some schools claimed as individual sites as well as having some schools claimed as a group in order to increase their claiming percentages. If you have both individual sites and groups, both the Individual School Sites form and the Group Sites form will need to be completed and submitted to Child and Adult Nutrition Services (CANS).

NAME OF INDIVIDUAL SCHOOL SITE	SITE NUMBER	IDENTIFIED STUDENTS			ENROLLMENT	
		# of Students	Mark X if based on Verification Summary Report	Mark X if based on April 1 data	Total number of students eligible to participate in school lunch program	Direct Certification Rate
Micky Mouse Elementary		123		X	158	77.85%
Donald Duck Middle School		87		X	93	93.55%
Minne Mouse High School		217		X	290	74.83%

BY GROUPED SITES WORKSHEET

CEP PARTICIPATION GROUP SITES

When participating by group(s) there must be at least two school sites per group and there is no maximum number of schools that can be a group. However, each site can only be in one group. Each group will have a claiming percentage that will be used for all sites in that group. If you have some individual sites and some groups, both the Individual School Sites form and the Group Sites form will need to be completed and submitted to Child and Adult Nutrition Services (CANS).

GROUP NUMBER (ex. 1,2,3)	NAME OF GROUP SITES	SITE NUMBER	IDENTIFIED STUDENTS			ENROLLMENT	
			# of Students	Mark X if based on Verification Summary Report	Mark X if based on April 1 data	Total number of students eligible to participate in school lunch program	Direct Certification Rate
1	Micky Mouse Elementary	12	123		X	158	77.85%
	Donald Duck Middle School	23	87		X	93	93.55%
	Minne Mouse High School	24	217		X	290	74.83%
2	Darth Vader Elementary	4	100	X		101	99.01%
	Luke Skywalker Elementary	1	338	X		697	48.49%
	Chewbacca Elementary	25	317	X		589	53.82%
	Yoda Middle School	13	261	X		441	59.18%

BY DISTRICT / SFA WORKSHEET

CEP PARTICIPATION DISTRICT/SPONSOR SITES

When participating by district/sponsor, all sites within that district/sponsor must participate in CEP. If there are any sites that do not want to participate, then you must participate by group using the Group Sites form. If participating by district/sponsor, all schools in that district will use the same claiming percentage. Submit form(s) to Child and Adult Nutrition Services (CANS).

NAME OF DISTRICT/ SPONSOR SITES	SITE NUMBER	IDENTIFIED STUDENTS			ENROLLMENT	
		# of Students	Mark X if based on Verification Summary Report	Mark X if based on April 1 data	Total number of students eligible to participate in school lunch program	Direct Certification Rate
Star Wars Academy		1016		X	1828	55.58%

WHAT DO I NEED TO SEND TO CANS FOR APPROVAL?

1. Signed and dated CEP Agreement
2. Completed Site Worksheet
3. Total Enrollment as of April 1 (a list of all enrolled student names)
4. All documentation for Identified Students as of April 1 or reported on your Verification Summary Report
 - Direct Certification documentation
 - Written documentation from source agency for foster children and FDPIR
 - Written documentation from school coordinator for Homeless, Migrant, or Runaway students.
 - Written documentation from Head Start coordinator.

MORE ON THE APPLICATION PROCESS

- Agreement, Site Worksheet, and all supporting documentation is **due to CANS no later than June 30.**
- Send materials in EARLY to limit delays in approval.
- Pre-approval of submitted documentation will occur before approval will be granted.
- Once approved, the SFA cannot withdraw the request for CEP after June 30.

SEND AGREEMENT AND MATERIALS TO

○ Email address:

- DOE.SchoolLunch@state.sd.us
- Please use the following in the subject line
Re: CEP Application

○ Mailing address:

- Attn: CANS
- MacKay Building
- 800 Governors Drive
- Pierre, SD 57501-2294

QUESTIONS?

CONTACT INFORMATION

CHILD & ADULT NUTRITION SERVICES

605-773-3413

- ❖ Cheriee Watterson, CANS Program Specialist

Cheriee.watterson@state.sd.us

605-773-3610

- ❖ Sandra Kangas, CANS Program Administrator

Sandra.kangas@state.sd.us

605-773-4746